

Student Name: \_\_\_\_\_ Business: \_\_\_\_\_

**Transferable Job Skills:** *A number of workplace skills are necessary in all career fields. These skills (listed below) should be observed and practiced at all student internship sites. Mentors will evaluate interns on transferable job skills each term.*

- Work Habits and Attitudes
- Technical Skills
- Thinking and Problem Solving Skills
- Communication Competencies
- Interpersonal Effectiveness
- Quality of Work Accomplished
- Dependability & Punctuality
- Appearance and Grooming

**Specific Job Skills:** *This list is designed to help you learn important skills during your internship period. The column on the left will designate various procedures used in your internship. Each time you observe or participate in a procedure, record the date.*

PROCEDURE OR SKILL	DATE OBSERVED	DATE PARTICIPATED
Abduction / Adduction		
Adapt equipments		
Amublation with walker		
Clean exercise room		
Copy charts & papers		
CPT/ACL		
Help with group		
Hip precaution		
Learning diagnosis		
Paraffin wax		
Patient interaction		
Pullies		
Range of motion		
Retrieve equipment		
Understand terminology		

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>PROCEDURE OR SKILL</b>	<b>DATE OBSERVED</b>	<b>DATE PARTICIPATED</b>
Splint making		
Vent / trach		
Walker with stairs		